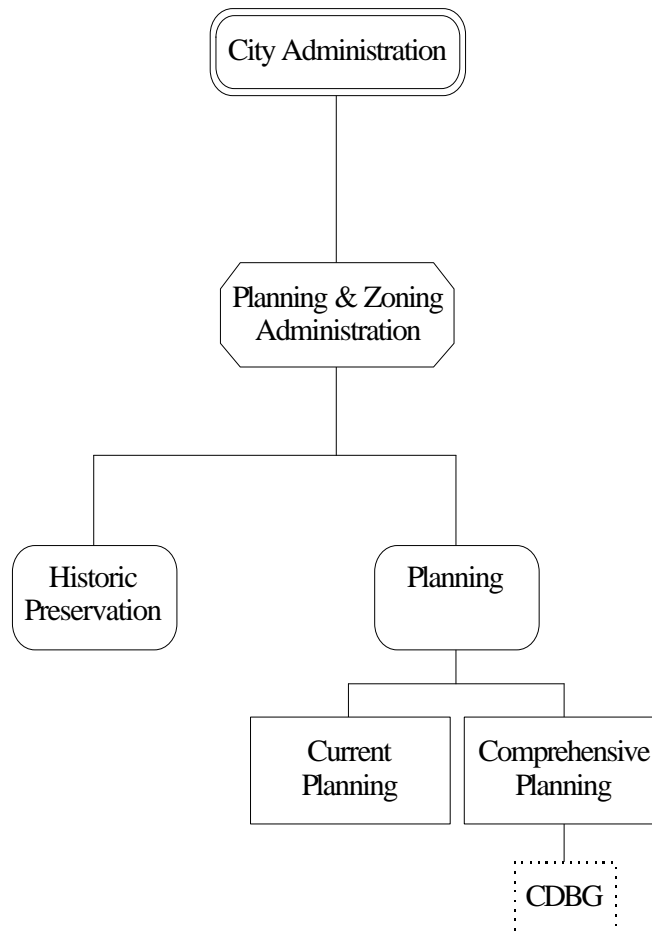


CITY OF ANNAPOLIS
Department of Planning and Zoning

Organization Chart



Department of Planning and Zoning

Fund Support:

General and CDBG Funds

Description:

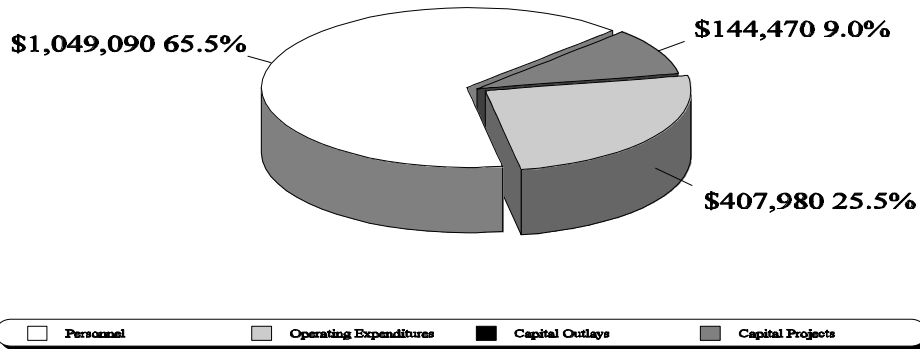
The Department of Planning and Zoning is responsible for all current and long-range planning for development, redevelopment and preservation activities within the City. In this capacity, the Zoning Office: (1) prepares necessary plans, studies, and programs to implement the City's Comprehensive Plan; (2) administers and enforces the City's zoning ordinance and subdivision regulations; (3) plans and administers the City's Community Development Block Grant program; and (5) engages in special studies and projects impacting on future growth, development and quality of life. The Department of Planning and Zoning is organized around two main divisions - Comprehensive Planning, including Community Development/CDBG Administration, and Current Planning.

Goals:

- To establish a common vision for the future of Annapolis.
- To preserve and enhance the quality of life for all Annapolitans.
- To maintain and improve a healthy business and development climate in Annapolis.
- To keep our commitment to customer service and quick turnaround on permits.
- To ensure local and regional mobility by improving transportation and transit linkages in and around Annapolis and working to better manage Annapolis traffic corridors.
- To preserve the City's cultural and architectural heritage.

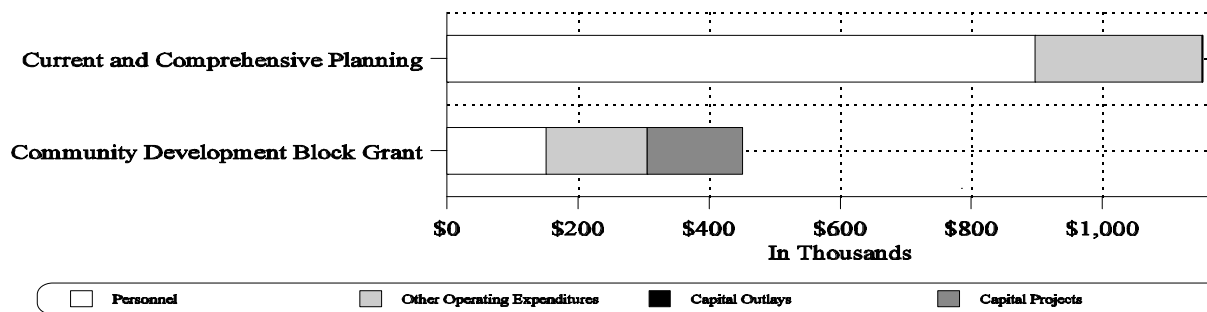
<i>Budget Summary</i>	<i>FY 2000 Actual</i>	<i>FY 2001 Adopted</i>	<i>FY 2002 Adopted</i>	<i>Percent Change</i>
Planning and Zoning	\$972,450	\$998,910	\$1,151,540	15.28%
Community Development Block Grant	429,710	413,000	450,000	8.96%
Department Total	\$1,402,160	\$1,411,910	\$1,601,540	13.43%

Planning and Zoning Department
Budget By Expenditure Type



Expenditure Graphs

Planning and Zoning Department
Budget By Division



Department of Planning and Zoning Staffing Summary

	<i>FY 2000 Actual</i>		<i>FY 2001 Adopted</i>		<i>FY 2002 Adopted</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Planning and Zoning	14	0	16	0	16	0
Community Development Block Grant	0	0	0	0	0	0
Department Total	14	0	16	0	16	0

Staffing Summary By Position - FY 2002 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Planning and Zoning:</i>			
Office Associate III	1	Comprehensive Planner	1
Administrative Office Associate	1	Transportation Planner	1
Planning Director	1	Zoning Enforcement Officer	1
Chief of Current Planning	1	Planner	1
Chief of Comprehensive Planning	1	Historic Preservation Assistant	1
Chief of Historic Preservation	1	*Community Development Administrator ..	1
Senior Planner	3	*Community Development Specialist	1

* The salaries for these two positions are budgeted in the Planning and Zoning salary expenditure account, and are offset by a credit that allows the budgeted salary expenditure to be reflected as a Community Development Block Grant cost.

Current and Comprehensive Planning and Historic Preservation

Planning and Zoning

General Fund

Description:

Current Planning:

The Division of Current Planning is responsible for coordinating the review of development proposals, including site design review, enforcing the zoning ordinance, and processing use permits, rental licenses, building permits, subdivisions, conditional uses and zoning variances. This Section has ongoing, direct contact with residents, business people and developers in the city, and responds to over 7,000 telephone calls and walk-ins each year on a variety of zoning and procedural issues.

This section includes two major subareas: (1) development application processing, and (2) permitting/enforcement, which includes the review and approval of building and use permits and review for compliance with such criteria as Critical Areas or Conservation overlays.

Planning & Zoning staff review all building permits for compliance with zoning and Site Design Review Standards. Permits are reviewed based on criteria such as setbacks, parking, Critical Areas, design compatibility, impact on surrounding road network, landscaping, handicapped accessibility and pedestrian access. Citizen demands for higher quality design of both buildings and sites has increased the level and scope of review for most residential and commercial projects. The Current Planning Section provides staff support and technical assistance to the Planning Commission and Board of Appeals.

Comprehensive Planning:

The Division of Comprehensive Planning is responsible for the coordination of long-range planning activities with the 1998 Annapolis Comprehensive Plan as a guide. Activities include: Revising the Zoning Code; implementing the Neighborhood Partnership Program; performing special land use and fiscal analyses; preparing street

scape design plans; securing related grants; parks and recreation planning and implementation as requested; and other tasks as requested by the Mayor and City Council.

The Comprehensive Planning division is responsible for Census-related activities. This includes not only the analysis and dissemination of Census data about the City of Annapolis, but also acting as liaison to the Census Bureau for boundary and address updates. The Census Bureau is increasingly dependant on local jurisdictions for updates such as the LUCA (Local Update of Census Addresses).

Regional planning is an area that the Comprehensive Plan places a high priority on. As a result, staff participates in activities with Anne Arundel County and the larger region such as the Small Area Planning process, the Parole Area Growth Management Plan, and the joint Transit Development Plan.

Many transportation activities fall in this division as well. While coordinating with the Transportation Department, the division is overseeing the Regional Transportation Master Plan, managing the multi-modal transit center site selection, managing the joint City/County Transit Development Plan, preparing the harbor/waterway strategy, performing parking and transit analyses for downtown, and performing traffic and transit related studies as needed.

Many of the mapping needs of the Department are met by the Comprehensive Planning staff. The division is currently overseeing the development of a Geographic Information System which is used department- and city-wide. The Planning & Zoning department is also involved in assisting other City Departments in establishing their own GIS capabilities in a coordinated city-wide effort.

All of the activities of the Comprehensive Planning division are meant to guide development

Current and Comprehensive Planning and Historic Preservation

- continued -

and provide a basis for comprehensive and coordinated review of projects and applications.

This Division provides support to the Planning Commission, City Council, and various other boards and commissions.

Historic Preservation:

The Historic Preservation Division has primary responsibility for all departmental activities within and pertaining to the Historic District. These activities include processing applications for the Historic Preservation Commission and ensuring that projects are developed in accordance with the approval(s), working with applicants in the Historic District to help them understand the process and submit complete applications, interdepartmental coordination of project review in the Historic District, answering questions and dealing with zoning and enforcement related matters in the Historic District, preparing the Certified Local Government report, and overseeing the building survey.

This division is also responsible for coordinating the archaeology requirements for development and is also involved in development issues affecting preservation and landmarks throughout the rest of the City.

Services:

Current Planning:

- Provides full citizen support on planning, zoning, use, and building and development matters.
- Reviews and processes building and use permits and rental licenses, coordinates City review, processes and provides analysis of subdivisions, conditional uses, Planned Unit Developments and variances for public hearing.

- Maintains day-long availability to answer inquiries regarding zoning or other land use regulations or policies.
- Ensures public notification of development projects or projects requiring public hearing to ensure due process. Assists persons in preparing applications for processing.
- Provides technical assistance to other City agencies.
- Processes applications for hearing before the appropriate Board and/or Commission.

Comprehensive Planning:

- Ensures full citizen participation in municipal decisions regarding land use, transportation, rezoning, and all other areas under the purview of this division.
- Implements the Comprehensive Plan through area studies, revitalization plans, corridor studies, special analyses as requested by the Mayor, City Council or citizenry.
- Processes applications for rezoning and reviews and analyzes zoning text amendments, including leading the Zoning Code Rewrite process.
- Processes petitions for annexation.
- Coordinates initial implementation of Parks and Paths plan through initial design as requested.
- Coordinates regional transportation planning with local needs.
- Evaluates traffic impact and implications of new development.
- Develops and implements local aspects of Unified Transportation Planning Program for the

Current and Comprehensive Planning and Historic Preservation

- continued -

Baltimore Region.

- Provides liaison between City and county, regional, state and federal agencies.
- Maintains Planning and Zoning Department portion of the City's web site.
- Develops land use and zoning GIS systems for the city, using MdProperty View and ArcView.
- Provides demographic data and maps to the public and other City departments.
- Applies for and manages grants relating to planning activities and infrastructure improvements as appropriate.

Historic Preservation:

- Support local, state and national goals for historic preservation within Annapolis' historic district and throughout the City.
- Ensure effective review of all development applications within the historic district.
- Provide quality customer service.
- Provide professional staff support to the Historic Preservation Commission and other boards and commissions as required.
- Provide effective code enforcement.

Goals:

Current Planning:

- Provide top-notch review process for all development applications.
- Provide high quality level of customer service to the citizenry of Annapolis.

- Provide professional staff to the Planning Commission, Board of Appeals, City Council and other boards and commissions as required.

- Provide effective code enforcement.

Comprehensive Planning:

- Promote orderly, sustainable, and sensitive growth and development in the City of Annapolis.
- Provide professional staff to special study committees.
- Involve citizens as fully as possible in the planning process.
- Plan for public facilities and services to meet the needs of the citizens of Annapolis.
- Foster a vital and liveable community.
- Promote equity and the general well-being of the community through effective management of available grant programs.

Historic Preservation:

- Support local, state and national goals for historic preservation within Annapolis' historic district and throughout the City.
- Ensure effective review of all development applications within the historic district.
- Provide quality customer service.
- Provide professional staff support to the Historic Preservation Commission and other boards and commissions as required.
- Provide effective code enforcement.

Current and Comprehensive Planning and Historic Preservation

- continued -

Objectives:

Current Planning:

- Update all zoning maps to make them easier to read and to reflect recent zoning district designations.
- Develop zoning book for easier public reference.
- Continue monthly status report providing a summary of major projects and performance measures.
- Revise the landscaping and parking manual.
- Coordinate site design requirements with the Maryland Forest Conservation Act.
- Begin GIS property data base for permit tracking and reference.
- Provide support and technical assistance to the Comprehensive Planning section.
- Provide urban design input on City projects.

Historic Preservation:

- Implement the archaeology requirements of Chapter 21.62 in a manner that is not burdensome on property owners, but one that preserves this important part of our heritage.
- With CLG Grant funds, continue the Annapolis Intensive Survey.
- With UMD, maintain GIS database and ARCVIEW using completed survey forms.
- Revise sign guidelines for Historic District.
- Activate revolving fund.

- Continue working with Maryland Heritage Area Designation planning group.

- Align the Historic District boundaries with the National Register Historic District boundaries.

Comprehensive:

- Continue to implement recommendations in the 1998 Annapolis Comprehensive Plan.
- Continue to implement the updated inner West Street Corridor Action Plan.
- Ensure quality urban design component of municipal projects.
- Assist in the redevelopment of the Taylor/West site.
- Work with Anne Arundel County on regional planning issues as appropriate.
- Develop the design of the dock area and waterfront promenade.
- Implement the economic development, land use and urban design recommendations of the Clay Street initiatives.
- Continue the Neighborhood Partnership Program.
- Review and update the Parks and Paths for People Plan in light of the State Land Preservation and Open Space Planning Act.
- Develop data products based on the results of Census 2000.
- Continue to enhance the Planning & Zoning web site to include more maps and services for the public.

Current and Comprehensive Planning and Historic Preservation

- continued -

- Apply for grants and other assistance programs to provide better pedestrian and bicycle facilities in the City.

- Work with other City Departments to formulate a Strategic Plan for GIS.

Accomplishments:

- Completed an annotated outline for a new Zoning Code.
- Coordinated a study of Annapolis' Harbors and Waterways with the Harbormaster, Public Works, and Economic Development.
- Completed the pilot round of the Neighborhood Partnership Program and made revisions to the process.
- Assisted West Annapolis and Wardour in their own neighborhood planning program.
- Provided Census and property data and maps to City Departments, neighborhood groups, and other community non-profit organizations.
- Completed study of Taylor Avenue.
- Received and administered Unified Planning Work Program grant.
- Enhanced the Planning and Zoning section of the City's website.
- Assisted other City Departments, most notably the Police Department, in using GIS to improve their services.
- Completed the Regional Transit Development Plan with Anne Arundel County.
- Completed and dedicated Waterworks Park in conjunction with the Recreation Department.
- Completed and dedicated the Poplar Avenue Trail.

Current and Comprehensive Planning and Historic Preservation

- continued -

Performance Indicators:

	<i>FY 2000</i> <u>Actual</u>	<i>FY 2001</i> <u>Adopted</u>	<i>FY 2002</i> <u>Goal</u>
Building permits processed	870	1,000	1,000
Use permits processed	142	150	150
Occupancy permits processed	109	125	125
Critical areas review	120	125	125
Port Wardens review	32	30	30
Major site plan review	5	12	12
Minor site plan review	27	30	30
Administrative HPC Applications	43	50	50
HPC Hearing Items	87	90	90
Variances	19	25	25
Administrative variances	27	25	25
Conditional uses	6	15	15
Subdivisions - major	4	4	4
Subdivisions - minor	15	20	20
Sector study meetings	65	60	60
Sector studies/special studies/corridor plans	1	4	4
Parks/Paths Projects	3	2	2
Comprehensive Plan	Implement . . .	Implement . . .	Implement

<i>Budget Summary</i>	<i>FY 2000</i> <i>Actual</i>	<i>FY 2001</i> <i>Adopted</i>	<i>FY 2002</i> <i>Adopted</i>	<i>Percent</i> <i>Change</i>
Personnel	\$661,770	\$838,990	\$897,290	6.95%
Other Operating Expenditures	310,680	158,750	254,250	60.16%
Capital Outlays	0	1,170	0	N/A
Total Expenditures	\$972,450	\$998,910	\$1,151,540	15.28%

Community Development Block Grant

Department of Planning and Zoning

CDBG Fund

Description:

The Community Development administration is responsible for planning, organizing and implementing the federally funded Community Development Block Grant Program. This program includes a public service program, a capital improvement program, and a housing rehabilitation program. The primary objective of this program is the development of viable urban communities for persons of low or moderate income. This program also prepares a consolidated action plan, grant applications, and a performance report, along with other HUD required reports. The Community Development staff provides technical assistance to the Housing and Community Development Committee under the general direction of the Planning and Zoning Director.

Services:

- Administers CDBG program for City.
- Prepares and implements housing policies for the City.
- Coordinates joint public/private housing ventures.
- Prepares the Five Year Consolidated Plan and annual Action Plan.
- Develops local affordable housing and community development initiatives.
- Operates the CDBG-funded Home Rehabilitation Program.
- Organizes, plans and implements housing and community development programs funded through the CDBG program.
- Solicits, evaluates and prioritizes adopted CDBG projects received from other City departments, outside agencies and non-profit organizations.

- Prepares and administers subrecipient agreements to ensure compliance with Federal guidelines.
- Operates the CDBG-funded Home Rehabilitation Program..

Goals:

- Ensure that programs for which funding is sought meet Federal CDBG eligibility criteria and the needs of the community.
- Administer the CDBG Program effectively and efficiently.
- Monitor city and federal government objectives for the grant program.
- Expand housing rehabilitation and homeownership opportunities by participating in private and public funding programs.
- Improve the livability of neighborhoods.
- Identify potential rehabilitation and new construction sites for affordable housing.

Objectives:

- Complete the programs contained in the Year 25 (FY 2001) block grant Action Plan.
- Provide assistance to low income homeowners for housing rehabilitation.
- Preserve and expand the supply of affordable housing.
- Provide opportunities for first-time home buyers.

Accomplishments:

- Completed FY 2001-2005 Consolidated Housing

Community Development Block Grant

- continued -

and Community Development Plan.

- Doubled the number of households provided housing rehabilitation assistance by partnering with private sector resources that leveraged \$300,000 for City housing rehabilitation and home ownership programs.
- Provided home ownership assistance to 17 low and moderate income first-time home buyers.
- Provided gap financing to build 9 new home for low income families previously living in

substandard housing.

- Awarded \$12,600 from the State Emergency Shelter Grant program for the Light House Homeless Shelter.
- Processed 11 grant agreements for FY 2001 funds of \$413,000.
- Received and reviewed 18 FY 2002 CDBG proposals totaling \$494,834 in requests.

<i>Budget Summary</i>	<i>FY 2000 Actual</i>	<i>FY 2001 Adopted</i>	<i>FY 2002 Adopted</i>	<i>Percent Change</i>
Personnel	\$127,480	\$82,600	\$151,800	83.78%
Other Operating Expenditures	140,380	205,400	153,730	-25.16%
Capital Projects	130,350	125,000	144,470	15.58%
Total Expenditures	\$398,210	\$413,000	\$450,000	8.96%